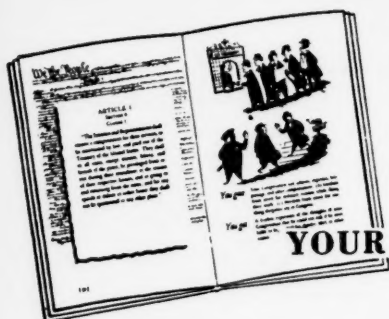


guidance **INDEX**

Vol. XIV, No. 7

October, 1951



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New SRA Guidance Publications

Better Living Booklet, Helping Children Talk Better by C. Van Riper, Director of the Speech Clinic, Western Michigan College. (See review item No. 29)

Junior Life Adjustment Booklet, Getting Along in School by Bernice L. Neugarten, Assistant Professor, Committee on Human Development, University of Chicago; and Paul J. Misner, Superintendent of Schools, Glencoe, Illinois. (See review item No. 45)

Life Adjustment Booklet, Keeping Up with the News by Per G. Stensland, Associate Professor, Institute of Citizenship, Kansas State College of Agriculture and Applied Science; and Larry Dennis, Special Assistant to the U. S. Commissioner of Education. (See review item No. 32)

Directions For Use

The **Guidance Index**, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

All vocational information is classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. In this issue of the *Guidance Index* you will find:

62 items covering 42 subjects of which 27 are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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for the

**COUNSELOR
TEACHER, and
ADMINISTRATOR**

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Adolescence

1. **Psychology of Adolescence.** Karl C. Garrison. 4th ed. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 510 pp. \$4.50.

To help parents, teachers, and young people themselves, understand the nature and needs of the adolescent, this book deals with the problems of the adolescent in the home, in school, and in his group relations. It deals specifically with the personality problems and psychological difficulties which adolescents face in making the transition from youth to adulthood. The author includes reports of various studies describing adolescent growth to help those who guide them understand the nature of their physical, emotional, mental, social, and spiritual development. Appendixes include a popular and a reference bibliography of literature related to adolescence.

Audio-Visual Education

2. **Sources of Films to Use With Parents.** W. Clark Ellzey. [Assn. for Childhood Education Internatl., 1200 Fifteenth St., N.W., Washington 5, D.C.] 1950. 4 pp. 10c.

This leaflet is concerned with ways in which films may be used with parents and other adults who want to know more about childhood or parenthood. It lists and describes various films to illustrate the types that are appropriate for use. Sources from which films, information, and materials may be secured are also included.

Child Guidance

3. **How to Give Your Child a Good Start.** Aline B. Auerbach.

[Publications Dept., Child Study Assn. of America, 132 E. 74th St., New York 21.] 1951. 19 pp. 20c. Quantity discounts.

Of value to parents of young children, this booklet reflects the latest thinking regarding the management of routines during the earliest years of a child's life. It discusses the likes and dislikes of young children and tells what parents can do to make them feel loved and wanted. Such factors as feeding, walking, talking, training, thumb-sucking, discipline, jealousy—what to do and what not to do about them are included.

4. **How to Help Your Child Develop Successfully.** B. Von Haller Gilmer. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 368 pp. \$3.95.

This book presents basic facts concerning child behavior and gives answers to the everyday problems parents face in bringing up children from birth to ten years of age. It will serve as a guide to the type of behavior parents can expect of their child, and will help them solve many problems that are likely to arise. Procedures for keeping a simplified record of the child's development—both physical and psychological—are included.

5. **How to Protect Children Against Prejudice.** Kenneth B. Clark. [Child Study Assn. of America, 132 E. 74th St., New York 21.] 1951. 5 pp. 15c. Quantity discounts.

Teachers, parents, professional workers, and others who deal with children of minority groups will find this leaflet invaluable. The author describes the effects of prejudice on the personality development of children and

tells what can be done to combat them. He emphasizes the problems and responsibilities that parents have and suggests helpful measures that may be used by them to help their children grow into emotionally well-adjusted individuals.

Citizenship

6. True Faith and Allegiance—An Inquiry Into Education for Human Brotherhood and Understanding. Comm. for the Defense of Democracy Through Education. [Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D.C.] 1950. 101 pp. 75c. Quantity prices.

This booklet consists of articles by a group of citizens and educators which discuss the responsibility of education in helping to put the democratic principles of American society into daily practice. It includes statements by a schoolboard chairman, a PTA president, a prospective teacher, a teacher, and a superintendent, each from a different part of the country. They express their views and opinions on what schools and individuals can do to improve inter-group relations in their communities.

Counseling

7. 1951 Directory of Vocational Counseling Services. Prep. by the Ethical Practices Committee of the Natl. Vocational Guidance Assn. [Ethical Practices Committee, Box 64, Washington Univ., St. Louis 5, Mo.] 1951. 125 pp. \$1.00.

Information concerning agencies which offer vocational and educational guidance is included in this directory. Each agency or individual office is listed according to the state and city in which it is located, and essential information covering the training of director and staff, the clientele served, the services offered, the method of securing an appointment, and the fees charged is given. This publication should be of value to welfare agencies and similar groups, professional individuals, and libraries.

Education

8. American Education Under Fire. Ernest O. Melby. [Anti-Defamation League of B'nai B'rith, 212

Fifth Ave., New York 10.] 1951. 43 pp. 25c.

This pamphlet contains a discussion of modern public education and an analysis of the forces and motivations behind the fights against the public schools. The author describes the attackers and their methods and reports the findings of a survey into the grounds upon which they based their charges. He also describes the foundation upon which the American educational system is built and tells what can be done to answer the charges against it. School officials, community groups, and others interested in the problem may find the suggestions for cooperative action helpful in improving or securing good educational programs in their school systems.

9. Education for a World Society: Promising Practices Today. Edited by Christian O. Arndt and Samuel Everett. [Harper & Bros., 49 E. 33rd St., New York 16.] 1951. 273 pp. \$3.50.

This book is concerned with the important and specific tasks education must perform for the practical realization of a world society. It contains articles by sixteen experts in the fields of education and international relations which analyze what the forces of education can do to aid in the development of international understanding. The authors discuss the role of world religion, trade, and science in the building of peace, the importance of face-to-face relations, and the use of mass communication media to inform the world of international aims. What school systems are doing and can do to promote world citizenship is also considered.

10. How Good Is Your School? Wilbur A. Yauch. [Harper & Bros., 49 E. 33rd St., New York 16.] 1951. 213 pp. \$2.75.

Subtitled, "A Handbook to Help Parents," this book presents simple descriptions of the best current practices in modern education, and gives specific suggestions for putting these practices into operation. The author describes what makes a good school and discusses the reasons for the many changes that have taken place since most adults were in school. These changes include methods of teaching, of maintaining good discipline, of grading pupils, and of aiding the total growth and development

of the child. A parents' check list for visiting the school, covering the building and grounds, the classrooms, the teacher, the pupils, the principal, and the classroom programs, is also included.

11. The Teacher in School and Society: An Introduction to Education. Harold Rugg and B. Marian Brooks. [World Book Co., 2126 Prairie Ave., Chicago 16.] 1951. 530 pp. \$4.00.

An introductory study of basic educational principles, emphasizing the role of the working classroom teacher in guiding the development of children. It stresses the importance of social and cultural influences in the educative process and shows how the teacher helps in this culture-molding process through personal leadership and guidance. Attention is also given to the teacher's work in the school, with emphasis on the learning, growth, and development of pupils. This book will be of value to teachers in service and to prospective teachers.

12. Why the Private School? Allan V. Heely. [Harper & Bros., 49 E. 33rd St., New York 16.] 1951. 208 pp. \$3.00.

The author of this book presents his observations concerning private schools and their place in American education. Asserting that it is the business of education "to identify at an early age those of the people whose qualities are exceptional and so to train them as to develop their capacities to the full," he praises the public schools that do this, and criticizes both public and private schools when they fail. The first part of the book deals with the need for the private school, and the second part is concerned with the program, curriculum, training, and general life in the private school. The author also explains the different types of private schools—church affiliated and non-sectarian; co-educational and segregated; day and boarding.

Elementary Education

13. *Continuous Learning. Alice Miel, Ed. Bulletin No. 87. [Assn. for Childhood Internatl., 1200 Fifteenth St., N.W., Washington 5, D.C.] 1951. 40 pp. 75c. Quantity discounts.

This bulletin was prepared to help teachers and parents who wish to provide continuity in learning for their children. Various articles suggest ways in which experiences can be provided for children that will promote continuous growth and learning. Some of the topics discussed are: Growth and Readiness; Readiness for School-Sponsored Experiences; Learning in Self-Contained Classrooms; and As Each Child Learns. Each topic concerns a different approach to the problem of continuous learning and shows how it is related to the child's experiences at home as well as in school.

14. *Education in the Elementary School. Hollis L. Caswell and A. Wellesley Foshay. 2nd ed. [American Book Co., 88 Lexington Ave., New York 16.] 1950. 406 pp. \$3.25.

A discussion of both theory and practice in the elementary schools, which provides a general orientation to education on that school level. The authors review the development of elementary education during the past fifty years, and describe the major problems and issues facing it today. This book will be of value to workers in service in elementary education and to prospective elementary school teachers.

15. *Guide to a Child's World. Isabelle P. Buckley. [Henry Holt & Co., 257 Fourth Ave., New York 10.] 1951. 115 pp. \$2.00.

A handbook for parents and teachers containing descriptions of some of the educational methods the author has found useful and successful in her Buckley Schools in California. The techniques described are designed to show parents and teachers how to teach children to achieve intelligent self-expression, good manners, and other attributes that will help them develop as emotionally and mentally secure individuals.

Exceptional Children

16. The Gifted Child. Paul Witty, Ed. Sponsored by the Amer. Assn. for Gifted Children. [D. C. Heath & Co., 285 Columbus Ave., Boston 16, Mass.] 1951. 338 pp. \$4.00.

The result of two years of work, this book presents a non-technical survey of the most important facts known about gifted chil-

dren and youth. It covers their needs and special problems, and describes the various types of provisions which have been made for the education of gifted children in schools and communities. The book also includes chapters which are concerned with the identification of gifted children; with the descriptive qualities of the gifted; the teacher of the gifted; and with some of the special problems related to children talented in science and in the arts. A comprehensive annotated bibliography on gifted children is given in the last chapter.

Family Life

17. **A Child's Guide to a Parent's Mind.** Sally Liberman. [Henry Schuman, 20 E. 70th St., New York 21.] 1951. 145 pp. \$3.00.

This book is the outgrowth of discussions between young men and women who were trying to understand their parents. Their questions form the background for the cartoons and text which deal with the reasons for parents' behavior. Written in a light, breezy style, and yet serious, the book concerns problems and situations that are common to both parents and young people. It will serve as a valuable guide to parents and prospective parents, and will help parents and children to understand the causes of the difficulties that arise between them.

18. **What's Wrong with the American Family?** Florence Rockwood Kluckhohn. [American Social Hygiene Assn. 1790 Broadway, New York 19.] 1950. 12 pp. 10c.

Sociologists, social workers, and others engaged in family life education or family counseling should find this pamphlet of interest. It presents a discussion of American family life and some of the criticisms being made against it today. The author considers three problems which affect our family system—the confused definition of the feminine role; a faulty and unsatisfactory husband-wife relationship; and, a questionable parent-child relationship. Her discussion is based on the typical American middle-class family and its culture.

Guidance

19. **An Introduction to Guidance: Principles and Practices.**

Lester D. Crow and Alice Crow. [American Book Co., 88 Lexington Ave., New York 16.] 1951. 430 pp. \$4.00.

In this book the authors present a comprehensive picture of guidance, covering individual problems of adjustment from childhood through adulthood. They describe various types of behavior problems and difficulties of adjustment that may be experienced by different individuals in home and school, and in their occupational, social, and civic experiences. Specific functions of guidance services designed to meet individual needs on each age and educational level are given. This book will be of value to teachers and other persons interested in guidance and personnel service or in helping others achieve satisfactory life adjustments.

Higher Education

20. **National Defense and Higher Education.** Francis J. Brown, Ed. [Amer. Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D.C.] 1951. 121 pp. \$1.00.

This booklet contains all of the addresses given and the resolutions adopted by the delegates at the conference of representatives from member organizations of the American Council on Education. All discussions were centered around national policy in the field of higher education. The four major topics considered were: Emergency Manpower Problems; Education and Present-Day Economics; Education's Place and Responsibility in Civil Defense; and Veterans Education. This report should be of importance to administrators and officials of higher education and to others engaged in programs of education and national defense.

21. **Statistics of Higher Education.** Chap. 4, Biennial Survey of Education in the United States, 1946-48. Federal Security Agency, Office of Education. [U.S. Govt. Print. Off., Washington 25, D.C.] 1950. 105 pp. 30c.

This report gives information concerning all publicly and privately controlled institutions of higher education in the United States. It includes the number and dis-

tribution of institutions, the staff and numbers of students in each, and the degrees offered. Information is also given on the income and expenditures of each college and university, and the sources from which funds are obtained.

Human Relations

22. ***Human Relations in the Class-room—Course III.** H. Edmund Bullis. [The Delaware State Society for Mental Hygiene, 1404 Franklin St., Wilmington, Del.] 1951. 250 pp. \$3.00.

Prepared especially for use on the eighth and ninth grade levels, this book consists of thirty lesson plans and six teacher aids which contain suggestions for conducting the classroom discussions. The lesson plans are designed to help boys and girls bring many of their emotional problems out into the open and discuss them with others. The author reports that experiences with Human Relations classes have resulted in boys and girls gaining a better understanding of their own problems and developed their abilities to get along better with others. These lesson plans may be effectively coordinated with social studies, health, guidance, and homeroom programs.

Juvenile Delinquency

23. **The Child Guidance Approach to Juvenile Delinquency.** Eugene Davidoff and Elinor S. Naetzel. [Child Care Publications, 30 W. 58th St., New York 19.] 1951. 173 pp. \$4.50.

This book deals with the problem of how to prevent juvenile delinquents from being placed in penal institutions. The authors outline a program of help and guidance for the teen-age law breaker by means of specific child guidance procedures. They present detailed discussions of the social, mental, and medical aspects of delinquency, and suggest psychological, medical, and social methods of handling them. Case histories are included to illustrate various types of problems and the treatment used.

Libraries

24. **Using Books and Libraries.** Ella V. Aldrich. 3rd ed. [Prentice-

8

Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 102 pp. \$1.25.

A comprehensive introduction to the library and library procedures. It was prepared primarily for use in colleges and universities to provide instruction in the use of books and libraries. The manual covers the classification and arrangement of books, the card catalog, reference books, indexes, encyclopedias, dictionaries, yearbooks, and other topics related to actual library use. Suggestions for making a bibliography are also included.

Reading

25. ***Books of the Year for Children.** Selected by the Children's Book Committee. [Child Study Assn. of America, 132 E. 74th St., New York 21.] 1951. 36 pp. 25c.

This list of books for children was selected by a group of parents, teachers, librarians, writers, and other persons working with children's books. All items were selected from current publications, and cover a wide range of subjects. Listings are grouped according to age groups, beginning with the under five group and including twelve years of age and up. Parents will find this list of value in selecting reading material to suit the interests and tastes of their children.

26. **Making Reading Easy.** C. R. Stone. [Webster Publishing Co., 1808 Washington Ave., St. Louis 3, Mo.] 1950. 96 pp. 30c.

A workbook which provides for reading readiness by introducing words most frequently found in first readers. It is designed to help children read selections from first-reader level books with little or no difficulty. The picture-dictionary method is used to introduce the words and a great many of them are repeated in a variety of exercises. Teachers may find this workbook of value in helping retarded readers above the first-reader level. Procedure suggestions for each type of reading material are included.

School Administration

27. **The School Administrator and Vocational Education.** Prep.

by the Committee on Research and Publications. [Amer. Vocational Assn., 1010 Vermont Ave., Washington 5, D.C.] 1951. 22 pp. Single copies, free.

In question and answer form, this publication gives information concerning vocational education that will help school administrators initiate, develop, and maintain an effective program of vocational education for youth and adults in their communities. The facts presented and the operating principles described will answer the what, why, where, and how of vocational education, and will help make school administrators aware of their responsibility in preparing youth for competent, productive citizenship.

School-Community Relations

28. **Schools and Neighbors in Action.** Mark A. McCloskey and Hyman Sorokoff. [Oceana Publications, 43 W. 16th St., New York 11.] 1951. 34 pp. 25c.

The authors describe the values of school-community cooperation and tell what can be accomplished by it. They report on what has been tried in schools on various levels to improve relations among community groups of varying backgrounds and cultures. Suggestions for starting neighborhood organizations to work with the schools, and how to keep them going are given.

Speech

29. **Helping Children Talk Better.** C. Van Riper. [Science Research Associates, 57 West Grand Ave., Chicago 10.] 1951. 48 pp. 40c. Quantity discounts.

Children can and should be helped to talk better, and C. Van Riper, Director of the Speech Clinic at Western Michigan College, has prepared this booklet to show parents and teachers the way. The author explains the part children's earliest coos and gurgles play in their speech development, the importance of babbling, gestures, and vocal play. Specifically, he tells parents how to develop a child's fluency, how to help him pronounce difficult sounds, how to curb hesitant speech and stuttering, when to seek professional advice. The booklet also tells teachers how to develop better listeners and pleasanter voices among their students and outlines games which stimulate self-expression and effective speech.

Student Personnel Services

30. **Principles and Practices of the Guidance Program.** Glenn E. Smith. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1951. 379 pp. \$3.25.

This book traces the growth and development of guidance services and describes various activities and services of the guidance program. It has been written to serve as a basic foundation for persons training in the field of guidance; to acquaint them with the nature and scope of guidance services; and to aid them in the development of some of the basic skills and competencies required of guidance workers. Suggestions for appraising or evaluating the guidance program and a discussion concerning the future growth and development of the guidance program are included.

for the

STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Atomic Information

31. ***Atoms at Work—A Preview of Science.** George P. Bischof.

[Harcourt, Brace & Co., 383 Madison Ave., New York 17.] 1951. 130 pp. \$2.25.

In simple, direct terms understandable to

elementary and junior high school students, the author explains the basic principles of atomic energy and tells how they have been discovered and developed. He includes step-by-step instructions for performing simple experiments, and describes some of the more complicated ones used by atomic scientists. Throughout the book, emphasis is placed on the ways in which knowledge of atomic activity may be used to help scientists in making important discoveries and inventions. Numerous drawings, diagrams, and other illustrations are included.

Current Affairs

32. Keeping Up with the News. Per G. Stensland and Larry Dennis. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 48 pp. 40c. Quantity discounts.

Newspapers and the news play an important part in the lives of every one of us. A free, responsible press is one of the most effective safeguards of our democracy. But in order to remain free, it must have well-informed, careful readers. The purpose of this booklet is to help young people become aware of their responsibility in keeping up with the news. Every citizen should know what newspapers are trying to do, the problems they face, what factors alter the news, and how to be an effective reader of the news. The authors have long been concerned with helping people become effective newspaper readers. Dr. Stensland is Associate Professor, Institute of Citizenship, Kansas State College of Agriculture and Applied Science, and Larry Dennis is Special Assistant to the U.S. Commissioner of Education.

Education

33. Home Study Blue Book and Directory of Accredited Private Home Study Schools and Courses. J. S. Noffsinger. 15th ed. [Nat. Home Study Council, 2601 Sixteenth St., N.W., Washington 9, D.C.] 1951. 32 pp. Free.

Students, teachers, and counselors should find this booklet a valuable vocational reference. It lists schools and courses that have been approved and accredited for home study by the National Home Study Council. What home study is, its advantages, and how it may be fully utilized are

described. Home study courses covering the fields of the various trades, the liberal arts and sciences, and the professions are included.

Higher Education

34. Junior College Directory, 1951. [Amer. Assn. of Junior Colleges, 1785 Massachusetts Ave., N.W., Washington 6, D.C.] 1951. 50 pp. \$1.00.

This directory gives information on junior colleges in the United States and its territories, Canada, and other countries which have a working relationship with American junior colleges. For each institution listed it shows the administrative head, its accreditation, type, control, enrollment, year organized, faculty, and membership. Summaries by states for the various classifications of enrollment are also given. Other parts of the directory include a directory of junior college organizations, an analysis of junior college growth, a membership list of the American Association of Junior Colleges, and a directory of junior college societies.

Human Relations

35. Taking a Hand in Race Relations. Dorothy I. Height. Vol. 14, No. 4. Public Affairs News Service. [Publications Services, Natl. Board, Y.W.C.A., 600 Lexington Ave, New York 22.] 1951. 39 pp. 50c.

This pamphlet was prepared to help teenage and young adult groups who want to know what they can do to improve human relations between peoples of different races. It contains descriptions of true situations to help them understand the problems involved and the reasons why everyone must work to secure basic civil rights for all. Three reasons are considered here—the economic reason, the international reason, and the moral reason. What can be accomplished in education, in work, and in play is outlined. Questions for study and discussion, and suggested projects are given throughout the booklet.

Intelligence

36. How to Use Your Mind. Harry D. Kitson, Rev. ed. [J. B. Lippincott Co., East Washington Sq.,

Philadelphia 5, Pa.] 1951. 196 pp. \$2.50.

This book was written to help students, teachers, and other persons who want to develop their mental capacities and get the most from their efforts. It shows how any individual can overcome ineffective habits of working and thinking, and learn new and more efficient ones. The book also shows how reading ability can be increased; how vocabulary, memory, concentration, and imagination can be improved; and how examinations and tests can be mastered. Physical health and emotional life as they relate to mental efficiency are also covered. Suggestions for further reading and for applying the principles set forth are included.

Job Satisfaction and Success

37. **Trade and Professional Directories.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1951. 17 pp. Free.

This fact sheet consists of a list of trade and professional directories that may be of value to job hunters and to workers who are trying to make a success of their jobs. The list is alphabetically arranged according to subject, covering numerous fields ranging from accounting to transportation. Each entry contains a brief annotation and indicates the source from which it may be obtained.

Leisure Time

38. **Child's Book of Sewing.** Jane Chapman. [Greenberg: Publisher, 201 E. 57th St., New York 22.] 1951. 88 pp. \$1.50.

Written in words that may be easily understood by little girls age seven and up, this book gives simple step-by-step sewing instructions. Colorfully illustrated and in print large enough so that a little girl can read it herself, the book describes the four basic stitches that are used in making a bookmark, a change purse, a bean bag, and a small sewing kit. Instructions for cutting from a pattern and for putting things together are clearly described and illustrated. A list of all materials and equipment needed to make the articles described is also included.

39. **High Times: 700 Suggestions for Social Activities.** Nellie Zetta Thompson. [E. P. Dutton & Co., 300 Fourth Ave., New York 10.] 1950. 253 pp. \$2.50.

Students and teachers who direct or help plan student social activities will find a wealth of useful ideas in this book. It contains suggestions that may be used by any group or individual for purely party ideas, or for the entertainment of a large number of people on a fund-raising basis. The author gives tips and advice on the wording of invitations, on publicity notices, posters, special decorations, appropriate costumes, suitable refreshments, and other valuable information for each type of affair she suggests. This book of ideas should be useful, not only with high school social activities and entertainment, but with juvenile and adult groups as well.

Scholarships and Fellowships

40. **Study Abroad, Volume III—International Handbook of Fellowships, Scholarships, and Educational Exchange — 1950-51.** A UNESCO publication. [Columbia Univ. Press, 2960 Broadway, New York 27.] 1951. 307 pp. \$1.25.

This publication reports on the opportunities for study and training in foreign countries through fellowships or on-the-job training, for which financial assistance is provided, either by direct grant of money or by payment for services rendered during the training period. It lists 28,000 awards and contains information from fifty-two countries, twenty-six dependencies, and nineteen international non-governmental organizations. The conditions of each award, the amount, and the donor agency are indicated for each programme. A valuable, up-to-date source of information for students, teachers, and others interested in study abroad.

Social and Personal Adjustment

41. **Betty Cornell's Glamour Guide for Teens.** Betty Cornell. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 100 pp. \$2.95.

A lively, sprightly illustrated book on teenage beauty and charm. Written by an experienced model, the book covers every-

thing young girls want to know about fashion, make-up, figure control, beauty, charm, manners, having fun, studying, social and school etiquette. Suggested diets, exercises, a teen-age calorie table, and methods which were used by the author to make herself over from a chubby high school girl into a model, are included.

- 42. Profile of Youth.** Maureen Daly, Ed. [J. B. Lippincott Co., 227 S. Sixth St., Philadelphia 5, Pa.] 1951. 256 pp. \$2.95.

Prepared by members of the staff of *The Ladies Home Journal*, this book contains a series of articles originally published in *The Journal*, in which teen-agers from all parts of the country and representing varying backgrounds were interviewed. The results of this survey provide a cross-section of the problems American teen-agers face and what they think, hope, and fear. The book also includes numerous articles on teen-age life which show how they behave in school and during their leisure hours. Both young people and their parents will find this book of great interest.

- 43. Time Out for Youth.** Arthur S. Gregor. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1951. 235 pp. \$3.00.

A handbook of advice and suggestions for teen-age boys and girls on various aspects of their personal, social, and vocational adjustments. It includes suggestions for solving problems that may arise in getting along with family and friends, managing allowances, obtaining jobs, achieving popularity, and future planning. Questions for individual consideration are given at the end of each chapter.

Speech

- 44. How to Become A Successful Speaker.** Harold P. Zelko. [Natl. Foremen's Institute, 100 Garfield Ave., New London, Conn.] 1950. 160 pp. \$3.00.

Although written primarily for use as a text in effective speech training courses, this book will be of value to anyone who wishes to improve his speech. It describes the basic principles and techniques of effective speaking, and shows how the ability

to express ideas forcefully and clearly may be developed through practice. The importance of effective speaking in our lives, in various types of occupations, and in our personal relations with others is emphasized. Suggested practice projects, parliamentary procedure tables, and additional reading references are given in the appendix.

Study

- 45. *Getting Along in School.** Bernice L. Neugarten and Paul J. Misner. [Science Research Associates, 57 West Grand Avenue, Chicago 10.] 1951. 40 pp. 40c. Quantity prices.

Most boys and girls, whether they are "A" students, "slow learners," or average students, can improve their study habits. Unfortunately, many of them don't know how. This booklet, the second in SRA's Junior Life Adjustment Booklet series, is written especially to help boys and girls in grades 6 through 9 get the most out of school. Not only does this booklet discuss the importance of school, but it gives many practical suggestions on what boys and girls can do to become better students—including how to budget their time, how to improve reading, how to study, how to take tests, and how to get along with teachers. The attractive 40-page booklet, containing many two-color illustrations, is accompanied by a Teacher's Guide, which should prove to be of considerable value to teachers who are looking for practical material for this age level on improving study habits. The authors are Bernice L. Neugarten, Assistant Professor, Committee on Human Development, The University of Chicago, and Paul J. Misner, Superintendent of Schools, Glencoe, Illinois.

VOCATIONAL INFORMATION

Architecture and Drafting

- 46. Opportunities in Architecture.** William Thorpe. [Vocational Guidance Manuals, 45 W. 45th St., New York 19.] 1951. 112 pp. \$1.00.

A factual analysis of the employment opportunities that exist in the architectural profession that may be used as a guide to persons in training and to those who have

not yet chosen a career. The booklet contains a detailed description of the work of an architect and the personal attributes necessary for the profession. What constitutes good architecture, the functions of an architect, and types of architectural creations are some of the topics considered. Facts and figures on training schools, salary scales, suggestions for getting started in the work, related fields, and helpful architectural organizations are also included.

Armed Forces

47. About 60,000 More Women Needed to Fill Ranks in Armed Services. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington, D.C.] 1951. 6 pp. 20c. Reprinted from *The Career News*, June, 1951.

The need for women in the armed services and the opportunities available are discussed in this leaflet. It describes the opportunities for both officers and enlistees in the WACS, WAVES, WAFS, and Marines. The qualifications and training necessary, earnings, and chances for advancement are given for each branch of service. Information is also given on the Women's Medical Specialist Corps, the Nurse Corps, overscas duty, and where to apply for admission or enlistment.

Art

48. Opportunities in Fashion. Alida Vreeland. [Vocational Guidance Manuals, 45 W. 45th Street, New York 19.] 1951. 112 pp. \$1.00.

A practical, up-to-date guide to careers in fashion design and illustration, covering designing jobs for stage, screen, and television. The booklet describes the personal qualifications and educational preparation necessary for success in the fashion design field, discusses the employment opportunities, gives suggestions for getting started, and salary scales. Several related fields in fashion, including merchandising, styling, display, writing, and teaching are covered. A list of colleges, universities, and art

schools which offer courses in fashion design and illustration or in fashion illustration and costume design, are also included.

Building Trades and Construction

49. Painter. John Lord. [Vocational Guidance Centre, 250 Avenue Rd., Toronto 5, Canada.] 1951. 4 pp. 10c.

Painting as an occupation—its history and importance—is discussed in this monograph. Information is given on the nature of the work, the hours and working conditions, the qualifications and preparation necessary for entry and success, opportunities for advancement, and earnings. Some of the advantages and disadvantages of the work, related occupations, and suggestions for getting started toward the occupation are also included.

50. Woodworking Occupations: Carpenters. [Michigan Unemployment Compensation Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.] 1950. 26 pp. 25c.

An Occupational Guide discussing woodworking occupations—their growth and importance in modern industry. It deals specifically with carpentry as an occupation, describing the employment prospects, the qualifications and training required, working conditions, chances for advancement, methods of entry, and other vocational factors. Information is also included on hours, earnings, vacations and other benefits. Although this guide deals primarily with the Michigan area, much of its material will be of general interest.

Clothing Manufacture

51. Employment Outlook in Men's Tailored Clothing Industry. Bulletin No. 1010. [U. S. Dept. of Labor, Bureau of Labor Statistics. U.S. Govt. Print. Off., Washington 25, D.C.] 1951. 32 pp. 25c.

Prepared in cooperation with the Veterans Administration for use in vocational guidance of veterans and young people in schools and colleges, this bulletin presents detailed discussions of the long-range employment opportunities in the principal men's clothing manufacturing occupations. It gives information on the duties, training, working conditions, and earnings of workers in the industry, and describes the occupational hazards in the various jobs. Facts about vacations, pensions, and other benefits are also included. The job outlook for both men and women in the men's clothing industry is considered.

Dramatic Entertainment

52. Opportunities in Acting. Frank Vreeland [Vocational Guidance Manuals, 45 W. 45th St., New York 19.] 1951. 128 pp. \$1.00.

Practical information on careers in all types of acting—stage, screen, radio, television, and night club—is included in this manual. It contains a discussion of the art of acting—what it is and what it is not, and describes tests for acting ability. Information is also included on how acting may be learned, the types of actors, summer stock, experimental and little theaters, salaries of actors, the important phases of acting, and getting an acting job. Students who plan careers in acting will be interested in the list of colleges and universities offering degrees in speech and the dramatic arts, and in the glossary of terms used in connection with acting.

Education

53. College Teaching. Helen Lund Callaway. [Mademoiselle, 575 Madison Ave., New York 22.] 1951. 10c. Reprinted from *Mademoiselle*, May, 1951.

This article discusses the present and future employment outlook for college teachers. In light of present-day decreased enrollments, it tells what college teachers can do and are doing in government, business, and industry. What it takes to be successful as a college teacher, the prepa-

ration and personal attributes required, and the salaries to be expected are covered. Information on scholarships, fellowships, research grants, and other awards for study here and abroad is also given.

54. Qualifications of Junior College Teachers, Administrators, and Board Members in the United States. C. C. Calvert and Arnold A. Heyl. [C. C. Calvert, Research Director, University Station, Box 2118, Austin 12, Tex.] 1951. 55 pp. 75c. Quantity prices.

This bulletin presents an analysis of the legal and regulatory requirements for the certification of junior college instructors and administrators; and the requirements concerning the qualifications, number, and tenure of junior college board members for each of the forty-eight states. This information is given as it is stated in the statutes and the department of education regulations and was obtained from the various state departments of education.

Government and Public Service

55. Adventures in Government Service. Ulysses J. Lupien. [Northeastern Univ., 360 Huntington Ave., Boston, Mass.] 1950. 7 pp. Free.

A brief review of government service and the career opportunities it offers young people. It is written primarily for those who plan college or university training to prepare themselves for skilled, highly paid positions. The leaflet contains descriptions of jobs in both the foreign and domestic branches of the government, and tells how personnel is selected. Many job opportunities requiring less than college training are also included.

Health

56. Careers in Mental Health ... As a Psychiatrist. PHS Publication No. 25. [U.S. Govt. Print. Off., Washington 25, D.C.] 1951. 14 pp. 10c. Single copies, free from the Natl. Inst. of Mental Health, Bethesda 14, Md.

This pamphlet discusses what mental illness is, and tells how the psychiatrist works to help treat or prevent it. It describes the job opportunities, personal qualifications, and educational requirements for work in psychiatry, and gives the average income of persons engaged in that profession. Information is also given concerning the types of agencies and organizations in which psychiatrists are employed, and the other types of activities in which they engage.

Occupations, General

57. Glamour's College Majors Chart for Men and Women. [Glamour, 420 Lexington Ave., New York 17.] 1950. 22 pp. 25c. Wall-sized edition, 50c.

This booklet lists fields of specialization and the major courses required for training in them. For each field listed, information is given on the beginning jobs and salary range; the additional college training required; advanced positions; the special aptitudes and personal qualifications necessary; places to apply and geographical locations; associations to contact; related fields; general prospects; and important factors to consider. The listing covers the major fields from accounting to zoology. It does not include those fields for which extended preparation is required, such as medicine, law, psychiatry, optometry, and other professions.

Retail Trades

58. The Human Side of Selling. Robert E. Moore. [Harper & Bros., 49 E. 33rd St., New York 16.] 1951. 302 pp. \$3.95.

This book introduces many of the great salesmen and sales executives of the country and tells the reasons for their success. It is designed to be of value to both amateur and professional salesmen. The author shows how people in all walks of life sell their ideas, hopes, plans, and their enthusiasms to those with whom they come in contact. For professional salesmen or those who plan to become salesmen, the book tells how they can make a suc-

cess of their work by acquiring a knowledge of the "human" side of selling. Throughout the book, emphasis is placed on the importance of good human relations among people, and what salesmen can do to help. Clever illustrations of sales situations, creative ideas of selling, and actual experiences enliven the book and make it highly readable as well as informative.

Science

59. Good Job Outlook Seen for the Natural Sciences Next Few Years. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1951. 6 pp. 20c. Reprinted from *The Career News*, June, 1951.

This leaflet describes the long-range career opportunities available in the natural sciences. It covers the job opportunities in three major groups of the natural sciences—the physical sciences, the biological sciences, and the earth sciences. Facts concerning duties, working conditions, training requirements, personal qualifications, earnings, and sources of employment are included. Women in the natural sciences and the opportunities in various branches of the federal government are also considered.

Social Science

60. Careers in Mental Health . . . As a Clinical Psychologist. PHS Publication No. 27. [U.S. Govt. Print. Off., Washington 25, D.C.] 1951. 14 pp. 10c. Single copies are available free from the Natl. Inst. of Mental Health, Bethesda 14, Md.

A pamphlet describing the work of a clinical psychologist and the employment opportunities available in that field. It lists the duties and responsibilities of clinical psychologists and the organizations in which they may be employed. Information is included on the personal qualifications and educational requirements necessary for entry and success in the profession, the salary scales, and the sources

from which graduate students may secure financial assistance.

Social Service

61. Careers in Mental Health ... As a Psychiatric Social Worker. PHS Publication No. 28. [U.S. Govt. Print. Off., Washington 25, D.C.] 1951. 14 pp. 10c. Single copies, free from the Natl. Institute of Mental Health, Bethesda 14, Md.

What the psychiatric social worker does to help people with mental and emotional problems is discussed in this pamphlet. It describes duties, educational requirements, and personal qualifications of psychiatric social workers, their typical places of work, and salary scales. Information on scholarships and other awards is also given.

Writing

62. Opportunities in Free-Lance Writing. Hazel Carter Maxon. [Vocational Guidance Manuals, 45 W. 45th St., New York 19.] 1951. 106 pp. \$1.00.

A factual insight into the profession of free-lance writing and an analysis of the job opportunities that are available in that field. The booklet deals primarily with the writer of articles or the feature writer, and gives information on the educational preparation, background experience, and personal qualities necessary for success. Advice on agents, interviewing, manuscript preparation, and facts concerning pay scales and working conditions are also included.

Featured in October's

OCCUPATIONS

The Vocational Guidance Journal

"Criteria of Vocational Success," by Donald Super . . . "What Is Happening in the Use of Tests in Guidance Research," by Alexander Wesman . . . "Employment of Older Workers," by Charles Odell . . . "Parental Attitudes and Vocational Guidance," by Samuel Granick . . . "The Professions and Professional Membership," by Gilbert Wrenn . . . "Expanding Functions of Vocational Counselors in VA Hospitals," by Morse P. Manson . . . "Prestige Rank of Teaching," by Robert W. Richey, Charles E. Fauset, and William H. Fox . . . "Development of a Functional System of Occupational Classification," by Walter S. Studdiford. In addition to these articles a special supplement on "Job Analyses of Educational Personnel Workers" is being published.

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